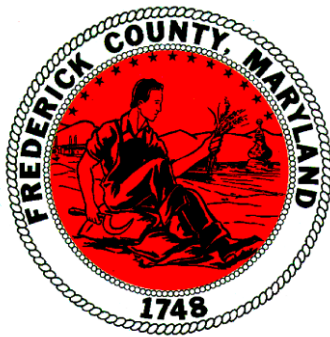


FREDERICK COUNTY, MARYLAND

WATER AND SEWER

RULES AND REGULATIONS



Division of Utilities and Solid Waste Management

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SECTION I. GENERAL REQUIREMENTS

- A. These Regulations are authorized under Chapter 2-13 of the Frederick County Code for the purpose of carrying out the intent and purpose of that section.
- B. The Board of County Commissioners shall have the right to determine what community facilities are interim or permanent; as to when the community facilities shall be installed, modified, enlarged, or abandoned; and may enter into contracts concerning how and by whom the proposed facilities shall be financed; and who shall connect to the community facilities.
- C. The Board of County Commissioners, at the request of a municipality, may provide water or sewer service to part or all of the municipality.
- D. The County Commissioners shall determine the feasibility of a project, the manner in which service may be obtained, and the estimated cost of such service.
- E. Funds for the design, installation, etc. of water and sewer facilities will be sufficient to cover all costs as determined by the County Commissioners.
- F. If a project is to receive private funding, a Public Works Agreement must be signed with the County Commissioners before the project can become part of the County Capital Improvements Program.
- G. All necessary funds, other than grants and water and sewer bonds, shall be guaranteed to the County Commissioners prior to the initiation of each phase of a project.
- H. All community water and sewer facilities, excluding facilities owned and operated by the incorporated municipalities, shall be to the design and specifications of Frederick County.
- I. All water and sewer facilities, public or private (excluding facilities owned by incorporated municipalities), shall be inspected by Frederick County.

- J. The County will not permit privately owned water or sewer systems serving more than one (1) residential, commercial, industrial or institutional property.
- K. Developments that provide community water service are required to provide water storage for fire flow purposes according to the Design Manual for Water and Sewer Facilities.

SECTION II. DEFINITIONS

- A. For the purposes of these Rules and Regulations, the following words and phrases shall have the meanings respectively ascribed to them by this Section:
 - 1. Applicant or Developer - A person, persons, partnerships, firms, corporations or cooperative enterprises, and their successors and assigns in chain of title, making application to the Board of County Commissioners for the provision of community water and/or sewerage system facilities.
 - 2. Building Sewer - That part of the drainage system which extends from the end of the building drain and conveys its discharge to Frederick County-owned, privately-owned, or local municipally-owned sewer system.
 - 3. Building Water Service - The pipe from the Frederick County-owned, privately-owned, or local municipally-owned water main or other water distribution system of the building served.
 - 4. Capacity Fee – See Connection Charge
 - 5. Capital Expenditures - The costs for providing a new community system, improvements to an existing community system, or acquisition of an existing system.

6. Classification - All land within a service area is classified into one of four types, namely: agricultural, small acreage, industrial or business (commercial), and residential. These main classifications may be further subdivided.
7. Connection Charge - Fees paid to secure capacity from a water or sewer system. Also known as “tap fee”, “hook-up charge” or “capacity fee”.
8. Cost - Cost as applied to water and/or sewerage systems may include any or all of the following: The cost of constructing any such system, the cost of improvements, the cost of all lands, properties, rights, easements, franchises and permits acquired, the cost of all machinery and equipment, financing charges, bond issue, expenses, interest on bonds prior to and during initial construction or during construction of improvements; and for not more than one year after completion of construction, the cost of engineering and legal services, plans, specifications, surveys, estimates of cost and of revenue, other expense necessary or incident to the determining of the feasibility or productivity of any such improvements or construction, actual administrative expenses attributable to the particular system indicated in the application and as may be necessary or incident to the financing authorized, to the improvement or construction of the system, and the placing of the same in operation. Any obligation or expense incurred by the County prior to the issuance of any bonds for engineering studies, estimates of cost and revenue, and for other technical or professional services, may be regarded as part of the cost of any such system.
9. Department – Division of Utilities and Solid Waste Management.
10. Development Area - The area owned or controlled by the applicant in which the sewer and/or water system is to be installed, and which is the subject of an application for service.

11. Drainage Area - The area as designated in the latest revision of the County Water and Sewer Plan in which the property is located, which is the subject of an application for service.
12. Dwelling Unit - A building or portion thereof occupied or intended to be occupied exclusively for residential purposes by one family or housekeeping unit.
13. Equivalent Dwelling Unit or Dwelling Unit - A commercial or other unit which consumes or discharges the equivalent of one dwelling unit.
14. Fixture Unit or Drainage Fixture Unit - Value assigned to measure potential use/discharge of various types and sizes of plumbing fixtures; ten (10) fixture units equal one (1) Equivalent Dwelling Unit. See Appendix B.
15. Line - Refers to water or sewer collector or transmission conduit.
16. Lot - When used in these Rules, also refers to parcel or tract or other similar land area.
17. Planning Commission - The Frederick County Planning Commission.
18. Pumping Station - Pumping units with appurtenances and structures to convey water or sewage under pressure to transmission or interceptor facilities.
19. Service Charge - Those costs for a system directly attributable to and directly related to the volume of water used by or the volume of sewage discharged by the user. Also known as the "user charge" or "usage charge".
20. Full-Time Inspection - This type of inspection will include the following: Excavation of the pipe trench from the system connection itself to the dwelling, the trench foundation, the proper line and grade, the proper materials and workmanship, the backfilling and compaction of the trench to its full height.

21. Modified Full-Time Inspection - This type of inspection will include proper materials and workmanship, the backfilling and compaction of the trench to a point two feet above the pipe.

SECTION III. THE ESTABLISHMENT OR EXTENSION OF WATER OR SEWER SYSTEMS - GENERAL

- A. Before the County will consider the establishment or the extension of a water or wastewater system to a development area, said area must have the proper classification in the Frederick County Water and Sewer Plan.
- B. The County will not consider an application for water or wastewater service if the application requires service greater than allowed by the zoning then applied to the development area.
- C. The applicant shall enter into a Public Works Agreement with the County to cover all particulars relevant to the proposed community water and wastewater facilities.
- D. The applicant shall guarantee payment of all costs that are to be levied against the applicant for provisions of service not covered by Section IV in a manner approved by the Board of County Commissioners. Said costs shall:
 1. Include a contingency of fifteen percent (15%) of the construction cost as determined by the contract award, to permit minor modifications and assure completion of the proposed project. Any unused funds shall be returned to the applicant at the completion of the construction for the particular project.
 2. Be reduced by the amount of any federal and state grant monies received by the County for the specific project.
 3. Include advance payment of the estimated cost of future abandonment of any temporary facilities, provided, however, that any funds deposited for such purpose in excess of the

actual cost of said abandonment shall be refunded to the applicant. Payment will be made only upon verification and application to the County by the party entitled thereto.

- E. Construction of proposed water and/or sewer facilities:
 - 1. Will be sized to serve the drainage area or system area in accordance with Division of Utilities and Solid Waste Management requirements or the Water and Sewer Plan if indicated in the Plan; and
 - 2. Will be funded by the applicant to the extent of his requirements. The cost of oversizing may be borne by the County or other users.
- F. The County shall design or have designed the community water and/or wastewater facilities and shall attempt to obtain all required approvals, permits, and off-site rights-of-way, and easements.
- G. The County recognizes the right of the applicant to design and construct off-site facilities. Where it is necessary to procure property or easements which are off-site rather than on a site controlled by the applicant, the County will aid in said procurement as permitted by law, and where the same is deemed for a public rather than private purpose.
- H. The applicant shall provide to the County all required on-site properties and easements before the proposed project is advertised for construction bids.
- I. The County will administer all contracts and inspect all construction at the expense of the Developer.
- J. All design and construction shall be in accordance with the latest approved "Frederick County Plans and Specifications" and "Standard Details" for water and wastewater construction as used by the Frederick County Division of Utilities and Solid Waste Management.

- K. Design and construction contracts may allow “Special Provisions” which address unique, unusual, or special conditions found within the area where work is to be performed.

SECTION IV. THE ESTABLISHMENT OR EXTENSION OF WATER OR SEWER SYSTEM - APPLICANT DESIGN AND CONSTRUCTION

- A. The County will supervise the design and construction of new facilities or extensions, or additions to existing facilities that are permitted to be designed and constructed by the applicant.
- B. When the applicant receives authorization from the County to design and/or construct facilities for their development area, the following will apply:
 - 1. Applicant designed facilities shall be designed by a Registered Professional Engineer of the applicant’s choosing and approved by the County.
 - 2. The applicant shall submit preliminary documents consisting of plans, specifications, and design calculations to the County for review and approval.
 - 3. The County shall review the preliminary documents and notify the applicant in writing of its evaluation of the proposed project within forty-five (45) days of receipt.
 - 4. The applicant shall submit completed final plans and specifications to the County for its approval.
 - 5. Prior to the award of a contract for the construction of the facilities, the Developer and the County will enter into a Public Works Agreement guaranteeing that all applicable costs will be borne by the Developer.
 - a. The Agreement will include a guarantee for covering the first two years actual operating cost of the new system.
 - b. Revenues received from users during the first two years will reduce the guarantee required to be on hand.

6. The Developer will be responsible for paying the difference, if any, between the revenues and the actual cost for operating the system until such time as the system meets one of the following requirements:

<u>% of Capacity Used</u>	<u>For System with a Maximum Design Capacity of</u>
70	.050 MGD
50	.100
40	.200
30	.250

If, in the opinion of the Board of County Commissioners, the system is financially able to become a part of the County consolidated water and sewer system:

- a. The minimum service charges to the property owners shall be no lower than that charged to users in the County consolidated water and sewer system.
 - b. The Developer may choose to subsidize part of the operating cost of the system beyond what is at a minimum required above.
 - c. The Developer contributions to the system operating budget will not be used to recover costs for future capital improvements, oversizing of facilities to the benefit of other developers or the County, or for other expenditures not usually a part of the operating budget of the County water and sewer system.
7. The County will establish a system budget and set service charges prior to the occupancy of the first structures.
8. The applicant must construct all water and sewerage facilities in accordance with the approved plans, specifications, and the Frederick County Code. The Department shall, at the request of the applicant, advertise and award contracts for construction of the

proposed facilities in accordance with approved plans, specifications, and the Frederick County Code. The inspection of all construction shall be by a representative of the County.

C. On-site construction cost recovery policy for funds advanced by the applicant:

Funds advanced or paid by the applicant for construction of lines and/or facilities required to serve his development area will not be eligible for recovery.

D. Construction cost recovery policy for funds advanced by the applicant:

1. Funds advanced or paid by the applicant for construction of lines or facilities required to serve his development area will not be eligible for recovery.

2. If an applicant pays the costs of the design and construction of a system, improvement, facility, or line extension which:

a) was contained in the current approved County Capital Improvement Plan (CIP); and

b) was designated for DUSWM funding, not developer funding, in the approved DUSWM CIP; and

c) was previously included in the computation of capacity fees adopted by the BOCC and collected by DUSWM; and the DUSWM completes a fiscal analysis which demonstrates a financial benefit to the County water and sewer enterprise fund taking into account:

(i) the cost to DUSWM to operate and maintain the infrastructure sooner than planned; and

(ii) the consumption of capacity by the applicant's proposed use and the fiscal impact that may result due to the need to accelerate other CIP project(s) to provide additional capacity;

then upon verification by the County Finance Division of the fiscal benefit to the water and sewer enterprise fund, the Director of DUSWM shall recommend to the BOCC what, if any,

appropriate credit against the water or sewer connection charges to be paid by the applicant may be included in a proposed Public Works Agreement between the applicant and the County. The total of the credits allowed cannot be greater than the amounts approved in the PWA or exceed the amount of funds advanced by the applicant. The applicant is not guaranteed full reimbursement of costs.

SECTION V. BENEFIT ASSESSMENTS FOR PUBLIC WATER AND SEWER FOR SUBDIVISION LOTS WITHOUT GUARANTEES

- A. The provisions of this Section apply only to lots in recorded subdivisions presently without provision or guarantee previously to provide for public water and sewer and which lots cannot be fully developed without public water and sewer. This situation will not occur in the future since subdivision lots cannot now be recorded under present regulations without sufficient provision or guarantee for public water and sewer, where needed.
- B. With the approval of the Director of the Division of Utilities and Solid Waste Management, whenever the owner of one or more lots wishes to extend the public water and/or sewer line to his lot or lots, the owner shall pay all of the initial cost for the extension of the County-owned water and/or sewer lines to service his lot or lots. However, the owner of each lot that can be directly serviced due to the extension of the main water and sewer lines shall be assessed a proportionate amount to help pay for the needed extensions of those lines.
- C. Upon approval and under the direction of the Division of Public Works, the procedure will be as follows:
 - 1. Main water and sewer lines and house laterals will be installed and initially paid for by the Developer as part of the cost of construction.

2. Upon conditional acceptance of the lines by the Division of Public Works, the total cost of the project would be finalized. Eligible costs will include construction of water and sewer lines and laterals, surveying, engineering design, Letter of Credit, and inspections. The Developer must provide adequate proof of expenses for inclusion in the calculation.
3. A per lot assessment will then be calculated based on the number of lots eligible to be directly served due to the extensions to the Developer's lot.
4. Notice will then be sent to the last known address of the affected lot owners, notifying them of a public hearing to attempt to legally establish the benefit assessment for each lot owner.
5. After the benefit assessment is set, another notice will be sent to each lot owner giving them two options:
 - a. To pay the entire assessment without interest within thirty (30) days of this notice;
 - b. To pay the assessment through ten (10) annual equal payments with interest; the entire remaining amount may be paid off any time sooner than ten (10) years with interest only to date of final payoff. Delinquent interest would be computed on all unpaid bills after thirty (30) days. These annual assessments shall be a first lien on the property against which they are assessed subject only to prior State and County taxes.
- D. Oversizing of water and/or sewer lines shall be considered as a public service and will be funded from water/sewer connection monies.
- E. In addition, for each presently recorded, undeveloped subdivision lot, without guarantee for water and sewer, there will shall be an additional One Hundred Fifty Dollar (\$150.00) fee payable at the time of connection to the water system to cover the initial cost of fire hydrants to be provided on that system.

- F. The original owner/developer who paid the initial costs for the extensions of the water and sewer lines to his property as provided above will be reimbursed proportionately through the Division of Utilities and Solid Waste Management as it collects these benefit assessments with or without interest over the above-mentioned ten (10) year period. However, the Board of County Commissioners of Frederick County and its Division of Utilities and Solid Waste Management and its other divisions, agencies, agents, and employees shall not be responsible to the original owner/developer for any of these reimbursements directly nor for any interest, other than relaying the interest as provided above.

SECTION VI. FAILING WATER OR SEPTIC SYSTEM

- A. In the instance where there is a property with a failing water or septic system as verified by the County Health Department, a line may be extended to service the property under the following provisions:
1. The cost of the first 100 feet or 50% of the cost of the entire line, whichever is least, will be borne by the connection charge fund of the system.
 2. The above method of allocating costs for extending a line does not apply to the construction of pumping stations or to facilities other than lines.
- B. Existing structures that experience well and/or septic system failure, or existing structures served by private water, sewer, well or septic systems that are required to connect to County owned water and sewer infrastructure, may be eligible for an extended payment plan that will allow the property owner to pay the water and/or sewer capacity fees over a ten (10) year period of time at the interest rate set by the BoCC. The provision of the ten (10) year payment plan option is

limited to existing structures only, and will require the approval by the BoCC, and be payable in full upon the transfer of the property.

SECTION VII. CONSTRUCTION INSPECTION AND OVERHEAD FEES

An applicant pursuing construction of water or sewer lines or facilities must pay actual construction inspection fees and charges. The initial construction inspection and overhead fee deposit must be provided by the applicant in advance of the award of the construction contract and will be estimated based on a per diem amount times the project duration in days. The final construction inspection and overhead fee and charges will be determined based on actual expenses charged to the project and reconciled at the conclusion of the construction. If the final construction inspection and overhead expenditures exceed the initial inspection and overhead fee deposit, the applicant must provide the County with the additional funds required prior to approval and acceptance of the facility(ies). If the final construction inspection and overhead expenditures are less than the initial construction inspection and overhead fee deposit, the County will refund the excess amount to the applicant. The construction inspection and overhead fee is to cover expenses for, inspection of construction, administrative, legal, and consultant services directly related to accomplishing the construction of the lines or facilities. It is the intent of this Section that the fees described herein are to be applied to all construction contracts whether the contracts are entered into by the applicant or by the County on behalf of the applicant requesting service.

SECTION VIII. INSPECTION OF CONNECTIONS TO THE SYSTEM

- A. If the property is to be connected to a County-owned water and/or sewer system, the applicant must execute a Service Agreement with the Division of Utilities and Solid Waste Management

and pay the appropriate connection charge (capacity fee) as calculated by the County. If the property is to be connected to a County owned water and/or sewer system that is within the municipal boundary of Frederick City, then the applicant must also pay for inspection of the connection.

B. The County Plumbing Code provisions shall apply to water and sewer line construction from the property line to the structure.

C. Type of Inspection:

If, at the discretion of the County, it is determined that full-time on-site water and/or sewer construction inspection is needed for privately owned water infrastructure or if the property is to be connected lies within a municipality where the County has agreed to perform inspections, a Modified Public Works Agreement (MPWA) shall be prepared and executed. The MPWA shall be accompanied by a contractor's proposal and the construction inspection and overhead fee deposit (estimated based on a per diem amount times the duration of construction, pursuant to Section VII.). The final adjustment of the construction inspection and overhead fee shall be determined based on actual expenses charged to the project and reconciled as specified in Section VII.

SECTION IX. CONNECTION TO THE WATER OR SEWER SYSTEM

A. All properties within the designated service area of a water or sewer system shall connect to the system and pay such costs as required by Chapter 2-13 of the County Code and these Regulations, except: Parcels upon which a residential structure sits more than 200 feet from system transmission or distribution line.

- B. The above exemption is to be applied only to residential structures issued a building permit before the property was placed in an area classified as S-4, 3 or 1; or W-4, 3, 2 or 1.
- C. When any water or sewer system or part thereof is declared by the County to be complete and ready for the delivery of water or the reception of sewage, every abutting property owner, after due notice by Certified Mail, shall make a connection of all spigots, hydrants, toilets, and waste drains within 120 calendar days from the date said system is declared ready for service.
- D. When a lot is created within the service area after a system is declared ready for service, the property owner shall be responsible for paying all costs of connection to the system, including the cost of bringing the service to the property line.
- E. When a property has sewer service, the owner or the lessees of the property may not connect sump pumps, roof leaders, roof drains or area drains, or any other device that diverts storm water into the sewage system. If such connections to the sewer system are found, they shall be immediately disconnected.

SECTION X. ALLOCATION OF CONNECTIONS

- A. General Provisions
 - 1. It is determined to be necessary to have a procedure where sewer or water connections, because of their scarcity within a system, must be allocated in a manner that provides for an equitable distribution based upon the County's growth and fiscal management policies.
 - 2. If a parcel is subdivided for single family attached or detached residences within a water and/or sewer service district, each lot created will be allocated a water and/or sewer connection subject to paragraph 5, 6a, 6c and 9 of Section X.A. If a parcel is subdivided for multi-family, commercial, or industrial use, each lot created will be allocated two water

and/or sewer connections and subject to the conditions stated in paragraphs 5, 6a, 6c and 9 of Section X.A. The connection charges are to be either: purchased; guaranteed by money in escrow; or guaranteed by a Letter of Credit, prior to the recording of the subdivision plat.

If not purchased prior to recordation, then the lot owner must pay the connection charge within thirty (30) days of the recording of the plat.

3. The Director of the Division of Utilities and Solid Waste Management shall reserve fifteen percent (15%) of the capacity of each water and sewer system for public buildings and health hazard areas.
4. The general policy will be to allocate the remaining connections on a “first-come, first served” basis.
5. All allocations of connections are to be assigned to the property and remain with the property unless they are placed back into the allocation pool.
6.
 - a. Allocated taps are to be used within two (2) years unless a Multi-Year Agreement is in effect, in which case the terms of that Agreement apply. Taps for Commercial/Industrial or Institutional use that have not been used within the above stated two (2) year period may be rescinded by the Board. The Division of Utilities and Solid Waste Management will notify the Board of any unused taps after the two (2) year time period and said Department’s recommendation concerning the taps will be placed on a regularly scheduled Commissioner’s Public Agenda.
 - b. The holder of record of the allocated taps will be notified thirty (30) days prior to the end of the two (2) year period that the allocation is about to expire and the time, date and location of his hearing on the matter before the County Commissioners.

- c. The property for which a tap has been allocated will be assessed the minimum water and/or sewer charge beginning one (1) year after payment of the tap charge if a physical connection to the water and/or sewage system has not been made.
 - d. Taps rescinded or returned by the holder of record will be returned to the allocation pool.
- 7. Preference on allocations will be given to projects that have received allocations in previous years and can demonstrate that the connections are being used in a timely manner.
- 8. The Board of County Commissioners may enter into Multi-Year Agreements to assure continuity of a project. All Multi-Year Agreements must go before the Board for its approval. At the option of the Board, it may enter into a Multi-Year Agreement with a land owner and request an irrevocable Letter of Credit for at least fifty percent (50%) of the cost of the taps to be allocated. When the allocation of taps is made as part of the expansion or establishment of a water or sewage treatment system, the County will require that the recipients of the allocation enter into a Public Works Agreement which may include a Multi-Year Tap Allocation Schedule. The Public Works Agreement will be secured by a Letter of Credit or cash deposited with the County to assure that the cost of the Developer's share of the taps is guaranteed to the County. The Public Works Agreement and the financial guarantee will be required after the design of the water and/or sewage facilities has been approved by the Department of Health and Mental Hygiene and prior to bidding the construction for the aforesaid facilities. No allocation of taps is complete without the Commissioner approved Public Works Agreement and financial guarantee and no tap fees will be collected or connection permits issued without the aforesaid agreements being approved by the Board.

9. The cost of connections will be as per the schedule in the Appendix.
10. The Developer has thirty (30) days from time of official written notification of his allocation to purchase the taps he has been allocated for the first calendar year. Failure to purchase these taps within the allotted time may void the Agreement or the County may choose to draw on any financial guarantees that have been established between the Developer and the County.
11. Allocations will only be made for developments that have met all of the following requirements:
 - a. Zoning of the property has been completed.
 - b. The property owner has a sewer classification of S-4, S-3, S-2, S-1, and/or a water classification of W-4, W-3, W-2, W-1.
 - c. Where necessary, the applicant must have received commitment for water or sewer service from the proper utility.
 - d. Residential property: The property has an approved preliminary plan; or, if only a single lot, has an approved site plan, or recorded plat, whichever will best establish the number of equivalent units for allocating taps.
 - e. Industrial/Commercial property: A commercial or industrial property will be allocated connections on the basis of the use identified for the property. Any connections above this number will be based upon actual user's plans for construction.

SECTION XI. CONNECTION CHARGES - CAPACITY FEES

- A. The rates for connection to the systems will be fixed and collected and from time to time revised or amended, by resolution of the Board of County Commissioners (see Appendix A for the current connection charges).
- B. Except as provided herein, connection charges are due and payable prior to issuance of (1) a building permit for new construction, or (2) a plumbing permit for modifications to an existing structure.
- C. Commercial and Other Connections:

Initial computation of capacity charges will be based upon plumbing plans and riser diagrams using the fixture unit chart and the capacity adjustment factors, as shown in Appendix B. These charges are payable prior to the issuance of the building or plumbing permits. Prior to the approval of the Use and Occupancy Permit, a field inspection will verify actual installation and the capacity charges will be adjusted if changes from the plans occurred. Owner shall be responsible for payment of additional connection charges when a site visit reveals fixtures installed above those previously approved and paid for.
- D. The connection charges apply where a new system is constructed or the extension of an existing system has been declared ready for service and adjoining property owners are required to connect.
- E. Where non-County funds have been made available to pay for all or part of the capital cost of the system and in accordance with Section IV.D (2), the Board of County Commissioners may, by resolution, reduce but not eliminate the connection charge.
- F. On any single parcel of land classified as commercial and having multiple buildings or multiple uses within one building, the first residential living unit will be billed for sewer charges at the

prevailing residential rate and any additional living units will be billed at the prevailing commercial rate.

SECTION XII. SERVICE CHARGES

- A. Charges for water and sewer service provided by the Frederick County Division of Utilities and Solid Waste Management are based on the consolidated operating and capital improvement costs of the County's entire water and sewer infrastructure. This provides a level uniform cost for service to all users of the County's water and or sewer systems regardless of the customer's location, source of water supply, or wastewater disposal infrastructure. The consolidated water and sewer service rates are based on the cost to provide services and are approved and adopted by the Board of County Commissioners.

1. Ready to Serve Charges

Water and sewer service charges include a minimum or Ready to Serve Charge that is assessed on a quarterly basis. For improved lots, this charge is based on the meter size installed on the customer's water service, or in the case of sewer only service, the customer's equivalent meter unit value. The Ready to Serve component of the service charge is intended to recover the cost to maintain infrastructure capacity associated with the customer's potential need. The Ready to Serve Charge is categorized per equivalent meter unit as shown in Appendix C. Ready to Serve Charges are also levied on unimproved lots for the benefit derived from the availability of water or sewer infrastructure. Each lot or parcel which has a water or sewer classification of W-4 or S-4 or lower shall be assessed a Ready to Serve Charge for each service that is available to the lot. Unimproved lot Ready

to Serve Charges will be billed beginning with the next billing cycle following the date the services become available for use.

2. Usage Charges

In addition to the Ready to Serve Charge, customers also pay a usage charge for the quantity of water or sewage disposal service provided to them. The County's consolidated water and sewer usage charges are based on an inclined block structure, which is intended to promote water conservation. The inclined structure provides increasing cost per unit volume based on quarterly water use within defined rate blocks.

3. Miscellaneous Fees for Special Services

The Division shall charge a separate fee for special services requested by customers or others. These fees shall be assessed to offset any additional administrative or field staff costs to provide such services. Fees for these special services are as adopted by the Board of County Commissioners.

B. Service Charge - Billing:

1. The assessment of Ready to Serve Charges begins immediately on the day the water or sewer system available to a property is accepted by the Division for operation and maintenance.
2.
 - a. For new construction, the billing of usage charges will begin on the date of the meter drop-in, or for sewer only service on the date of transfer.
 - b. Where a connection to an occupied or previously occupied structure is made, usage charges will begin on the meter drop-in date, or for sewer only service on the date of approved connection.

c. Estimated Water and Sewer Billings

When a broken water meter prevents the actual determination of consumption, the Division may base bills on the property's historical average consumption. If no historical water consumption exists for a particular property, then the Division may base the water consumption on the average consumption of the particular customer class. When circumstances beyond the control of the Division prevent the acquisition of a meter reading from a functioning meter, the Division shall estimate the bill based on historical water consumption data as detailed above but shall reconcile any error in the estimate with the next valid meter reading.

C. Billing Frequency, Service Charges, and Other Charges:

Billing for water and sewer service is provided on a quarterly, semiannual or annual basis at the Division's discretion, depending on the type of charge. Bills will include the sum of the Ready to Serve Charge(s) and the water and sewer usage charges. Charges such as late fees, special assessments, and other fees determined appropriate by the Board of County Commissioners may also be included in the recurring water and sewer service charge billing. Bills are due and payable upon issuance and shall accrue interest charges beginning on the 31st day after issuance.

D. Meter Reading:

1. Automated electronic water meter reading shall be utilized by the County for residential customers.
2. Implementation:
 - a. New residential developments: All residential developments utilizing public water shall install appropriately sized electronic automatic read meters for each dwelling unit as

identified by the Division of Utilities and Solid Waste Management specifications.

- b. Existing Residential Developments: The Division of Utilities and Solid Waste Management will pursue the replacement of existing residential meters, with the electronic automatic read meters at the Division's expense.

E. Discontinuation of Service

Service to the property may be discontinued for reasons including, but not limited to (1) non-payment of charges; (2) failure to provide clear and unimpeded access to the meter for the purposes of reading, maintaining, repairing or replacing the meter; (3) failure to comply with water conservation orders/notices; (4) any other violation of the Rules and Regulations of the Division of Utilities and Solid Waste Management and the Public Local Laws.

SECTION XIII. BENEFIT ASSESSMENT

- A. An annual benefit assessment charge may be established for each water and wastewater service area by the Board of County Commissioners.
- B. The benefit assessment charge will be applied to every lot of record within the service area on an equal basis, within its classification or sub-class, regardless of the lot frontage or land area of the property.
- C. When it is determined that a water and/or wastewater system is declared ready for service, every lot of record in the service area, whether improved or unimproved, which can be served, will pay a benefit charge commencing on the date the water and/or wastewater system are declared ready, with the exception of properties classified as Agricultural. Agricultural properties will not be assessed until the water and/or wastewater connection is made.

- D. All lots of record in the Residential, Industrial or Business (Commercial) classification will be assessed even though a line may not extend along the full length of any property boundary.

SECTION XIV. APPEALS

- A. Written appeals to the application or interpretation of these Regulations will be made to the Director of the Division of Utilities and Solid Waste Management within thirty (30) days of the date of notice.
- B. Written appeals from the decision of the Director of the Division of Utilities and Solid Waste Management will be made to the Board of County Commissioners, within thirty (30) days of the date of notice.

SECTION XV. MISCELLANEOUS PROVISIONS

- A. No person, organization or agency may withdraw water from a system without the written permission of the Department.
- B. Anyone desiring to use water from a County system will contact the Department for permission. A charge will be made for said withdrawal based upon the amount used.
- C. No person will cut, break, pierce or tap any water or sewer line or appurtenance thereof without written permission from the Department.
- D. Maintenance of Access to Water Metering Equipment

The Division shall have ready and unencumbered access to its water metering equipment located on the customer's premises. Property owners or others using the property may not tamper with, cover, displace, relocate, or otherwise obstruct the Division's metering facilities. The Division shall have the right to remove, trim, excavate, or take any other steps as may be needed to gain

access to metering facilities within public right of ways and on the property served by the Division. Costs associated with such steps may be billed to the owner of the property, or the person(s) obstructing access.

- E. The Division of Utilities and Solid Waste Management strives to continuously provide to its customers water and wastewater services which meet State and Federal standards while minimizing interruptions in water and wastewater services. However, the Division is not able to guarantee that all customers' water supply will be uninterrupted or continuously provide a flow at a defined per unit rate or at a specific pressure at all times. The Division is not able to guarantee proper functioning of water using appliances, devices, heating and cooling systems, private fire suppression systems, e.g., sprinkler systems, or other equipment and appurtenances, and shall not be responsible for damages arising from or relating to water supply issues, including customer's failure to pay water/sewer bills, etc.

APPENDIX A
Capacity Charges

ALL CHARGES SHOWN HEREIN ARE SUBJECT AN ANNUAL INCREASE (BASED ON THE U.S. DEPARTMENT OF LABOR, BUREAU OF STATISTICS CONSUMER PRICE INDEX: CPI-U ALL ITEMS, WASHINGTON-BALTIMORE DC-MD-VA-WV, SERIES ID: CUURA311SA0, AS PUBLISHED BY THE BUREAU OF LABOR STATISTICS, WASHINGTON, DC.), BEGINNING JULY 1, 2009 AND EACH JULY 1 THEREAFTER.

THE CPI SHALL BE CALCULATED ON THE BASIS OF THE DIFFERENCE BETWEEN THE LATEST REPORTED MONTHLY INDEX NUMBER PRIOR TO THE THEN ADOPTED PERIOD AND THE INDEX NUMBER FOR THE SAME MONTH IN THE PRIOR YEAR. THE ADJUSTMENT FACTOR EXPRESSED, AS A PERCENT CHANGE INCREASE, WILL BE USED TO RECALCULATE THE CAPACITY CHARGE ANNUALLY.

SEWER CONNECTION CHARGES

Residential Connection

\$6,816.00 per dwelling unit

Commercial, Industrial, Institutional Connection, Governmental, Educational

\$681.60 per fixture unit based on the Fixture Unit Chart and the Capacity Adjustment Factor Chart

WATER CONNECTION CHARGES

Residential Connection

\$4,884.00 per dwelling unit plus the meter and drop-in costs

Commercial, Industrial, Institutional Connection, Governmental, Educational

\$488.40 per fixture unit based upon the Fixture Unit Chart and the Capacity Adjustment Factor Chart plus the meter and drop-in costs

Effective July 1, 2012 through June 30, 2013

APPENDIX B**

Water Meter Fees

RESIDENTIAL AND COMMERCIAL WATER METER (AMR System)

Model 25 3/4" Meter	\$240
Model 40 1" Meter	\$255
Model 70 1" Meter	\$310
Model 120 1½" Meter	\$600
Model 170 2" Meter	\$750
Recordall Compound 2"	\$2,000
Recordall Compound 3"*	\$2,100
Recordall Compound 4"*	\$3,400
Recordall Compound 6" and above*	Current Available Price

FIRE SERVICE WATER METERS

Badger FSA 4"*	\$4,200
Badger FSA 6"*	\$5,500
Badger FSA 8"*	\$7,100
Badger FSA 10"*	\$10,200

*Price does not include meter installation. This work must be funded and performed by the building owner/contractor.

**Revised per Memorandum from Michael G. Marschner, Director, DUSWM, dated 4/6/06 and signed by Douglas D. Browning, County Manager, on 4/7/06.

ALL WATER METERS SUPPLIED BY FREDERICK COUNTY

MANUAL METER READING FEE	\$20.00/quarter
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APPENDIX B

**Fixture Unit Chart For
Equivalent Units For
Commercial, Industrial and Institutional Properties
For
Sewer Connection Charges and Sewer Service Charges
When Water Usage Not Metered By Frederick County
Division of Utilities and Solid Waste Management**

<u>Fixture Type</u>	<u>Trap Size</u>	<u>Fixture Unit Value</u>
Apartment (per apartment)		10
Bathtub with or without integral shower	1½ or 2	4
Combination sink and tray	1½	3
Combination sink and tray with food disposal unit	½ separate	4
Dental unit or cuspidor	1½	1
Dental lavatory	1½	1
Drinking fountain	1½	1
Dishwasher (commercial)	1½	6
Dishwasher (domestic type)	1½	4
Eyewash	1½	1
Floor drain ¹	2	3
Floor drain	3	5
Floor drain	4	6
Floor drain	6	8
Floor drain (demonstration fume hood)	2	3
Floor sink	3	6
Floor sink	4	7
Fume hood with drain	2	2
Trench drains (every 3' min. 9') (per each trench drain)		1
Kitchen sink (domestic type)	1½	4
Kitchen sink (domestic type with food disposal unit)	1½	5

¹Floor drains used to collect water from a series of fixtures will be charged by the fixture units of the fixtures or by the drain size, whichever is greater.

<u>Fixture Type</u>	<u>Trap Size</u>	<u>Fixture Unit Value</u>
Lavatory	1½	2
Lavatory tray (1 or 2 compartments)	1½	3
Print washer	--	3
Processing sink	--	3
Shower, 2 heads	--	8
Shower, 3 heads	--	12
Shower, 4 heads	--	16
Shower stall (domestic type)	2	4
Showers (group) per head w/2 or more		4
Sinks: Bar with disposer	1½	3
Bed pan	--	6
Classroom	--	3
Mop	2	3
Pot, scullery, etc.	1½	4
Print	--	3
Service	3	3
Surgeon's	1½	3
Three-compartment	--	6
Trailer Park (per pad site)		10
Urinal: Pedestal	3	10
Wall or stall	2	5
Trough (for 18 inch length)		2
Ventilator	2	3
Wash sink (circular or multiples each set of faucets - or 12"	1½	2
Washing machine	1½	4
Water closet	3	10
Water cooler, electric with drain	1½	1

Fixtures and other connections which are not included in this list will need to be rated by the Department upon request for installation by a user. Ten (10) fixture unit values would equate to one residential house or dwelling.

APPENDIX B

Frederick County Division of Utilities and Solid Waste Management Capacity Adjustment Factors for Commercial, Industrial and Institutional Customers

ADJUSTMENT FACTOR IS APPLIED, PER ACCOUNT, TO FIXTURE UNITS IN EXCESS OF TEN (10)

Customer / Business Type	Capacity Adjustment Factor
Animal Care and Services	0.36
Apartment (other than Multi-Story Senior Apartment)	0.45
Apartment - Multi-Story Senior Apartments	0.25
Assisted Living / Nursing / Rehabilitation / Retirement Facility	0.22
Auto Sales / Repair	0.41
Beauty Shop / Nail Salon	0.35
Bowling Alley	0.77
Car Wash	Note 1
Church - WITH Nursery School / Dayschool / Childcare	0.17
Church - WITHOUT Nursery School / Dayschool / Childcare	0.10
College - Non Boarding	0.10
Community Center	0.28
Community Poolhouse / Bath House	0.65
Convenience Store / Gas Station	0.75
Contracting / Construction Services	0.30
Correction Facility	0.49
Daycare / Childcare Center / Nursery School	0.28
Distribution Center	0.34
Dry Cleaner / Laundromat	3.50
Financial Institution (Bank, Credit Union, Mortgage Co., Savings/Loan Co.)	0.22
Fire Company WITH Banquet / Kitchen facilities	0.37
Fire Company WITHOUT Banquet / Kitchen facilities	0.10
Funeral Home	0.50
Grocery Store	0.18
Health Club / Athletic Club / Golf Clubhouse	0.33
Hotel / Motel WITH Restaurant	0.26
Hotel / Motel WITHOUT Restaurant	0.16
Ice Skating Facility	1.07
Irrigation / Outdoor Landscaping / Decorative Water Fountain	Note 2
Library	0.24
Manufacturing Facility	Note 3
Office - Medical or Dental	0.50
Office - Other than Medical / Dental	0.24
Office Park	0.34
Restaurant / Nightclub WITH seating	0.82
Restaurant WITHOUT seating	0.33
Retail	0.54
Retreat Center	0.37
Pool	Note 4
Post Office	0.10
School - Public or Private, Non Boarding	0.10
Shell Building	1.00
Shopping Center / Strip Mall	0.50
Storage Facility	0.34
Trailer Park	0.25
Warehouse	0.34

APPENDIX B

Frederick County Division of Utilities and Solid Waste Management

Capacity Adjustment Factors for Commercial, Industrial and Institutional Customers

ADJUSTMENT FACTOR IS APPLIED, PER ACCOUNT, TO FIXTURE UNITS IN EXCESS OF TEN (10)

Note 1 - Capacity Adjustment Factor shall be determined by the Division on a case by case basis and shall include an evaluation of the facility's ability to recycle or reuse water in the carwashing process

Note 2 - Dedicated irrigation and outdoor landscaping services shall be supplied through separate metered water service connections only. Capacity Adjustment Factors for these services shall be determined by the Division on a case by case basis.

Note 3 - The Capacity Adjustment Factor for customer(s) classified or predominantly engaged in manufacturing activities shall be determined by the Division on a case by case basis after completing an engineering analysis on their projected water use.

Note 4 - The Capacity Adjustment Factor for swimming pools shall be determined by the Division on a case by case basis, based on the size of the pool, type of filtration system and the means of filter system backwash water disposal.

Any establishment not covered by the above Customer / Business Types will be classified by the Division based on the best available information and data from recognized sources.

APPENDIX C

FREDERICK COUNTY DIVISION OF UTILITIES AND SOLID WASTE MANAGEMENT

EQUIVALENT METER CHART

IMPROVED LOT OR PARCEL:

	METER SIZE	EQUIVALENT METER UNIT
RESIDENTIAL:	5/8", 3/4", 1" (Townhouse, Single Family, Duplex & Condo ONLY)	1.0

COMMERCIAL, INDUSTRIAL, INSTITUTIONAL:

	<u>Effective 7/1/08</u>
5/8"	1.0
3/4"	1.1
1"	2.5
1 1/2"	5.0
2"	8.0
3"	16.0
4"	25.0
6"	50.0
8"	80.0
10"	138.0

UNIMPROVED LOT OR PARCEL	1.0
NON-CONNECTED LOT OR PARCEL	1.0

For all accounts with detector check assemblies on sprinkler system fire suppressions systems, the size of the detector check assembly, not the detection meter, will be used to determine the equivalent meter units.

Revision and Amendment Administrative History

Rules and Regulations Revised January 16, 2001 per Resolution No. 01-05

Rules and Regulations Amended as follows:

Amendment Pursuant to Resolution No. 01-15 dated May 22, 2001:

Add new Section VI.B.: Existing structures that experience well and or septic system failure, or existing structures served by private water, sewer, well or septic systems that are required to connect to County owned water and sewer infrastructure, may be eligible for an extended payment plan that will allow the property owner to pay the water and/or sewer capacity fees over a ten (10) year period of time at the interest rate set by the BoCC. The provision of the ten (10) year payment plan option is limited to existing structures only, and will require the approval by the BoCC, and be payable in full upon the transfer of the property.

Amendment Pursuant to [Resolution No. 02-04](#), dated February 19, 2002:

Changes to Appendix B – Capacity Adjustment Factors for Commercial, Industrial and Institutional Customers: Change Hotel / Motel with Restaurant from .44 to .26; change Hotel / Motel without Restaurant from .26 to .16; change Assisted Living / Nursing / Rehabilitation / Retirement Facilities from .64 to .22; affirm establishment of new category known as Beauty Shop/ Nail Salon at .35; affirm establishment of new category known as Multi-Story Senior / Elderly Apartments at .25; affirm establishment of new category known as Office Park at .34.

Change to Section III.D.1: Delete “ten percent (10%) ” and replace with “fifteen percent (15%)”.

Change to Section VIII. A: Delete “must apply for a Connection Permit at the office of the Frederick County Water and Sewer Department” and replace with “must execute a Service Agreement with the Division of Utilities and Solid Waste Management “.

Change Section X.A.3: Delete entire section and replace with “The Director of the Division of Utilities and Solid Waste Management shall reserve fifteen percent (15%) of the capacity of each water and sewer system for public buildings and health hazard areas. “

Changes to Section XII.A.1: Delete “Appendix C” and replace with “Appendix F” and the inclusion of the previously approved Equivalent Meter Unit Chart into the Appendices as Appendix F. Delete “in advance” from the last sentence.

Add new Section XII.E. Discontinuation of Service: Service to the property may be discontinued for reasons including, but not limited to (1) non-payment of charges; (2) failure to provide clear and unimpeded access to the meter for the purposes of reading, maintaining, repairing or replacing the meter; (3) failure to comply with water conservation orders/notices; (4) any other violation of the Rules and Regulations of the Division of Utilities and Solid Waste Management and the Public Local Laws.

Proposed to amend the Water and Sewer Miscellaneous Fees Schedule: clarify ‘Removal

and Laboratory calibration bench test of water meter fee of \$50.00 per occurrence, if meter is accurate; no charge if meter is found to not conform with AWWA standards'; change the present Return check fee from \$25 per occurrence to \$25 per occurrence plus bank charges.

Amendment Pursuant to [Resolution No. 06-29](#) dated July 20, 2006:

Add to Section XV.E. Miscellaneous Provisions: The Division of Utilities and Solid Waste Management strives to continuously provide to its customers water and wastewater services which meet State and Federal standards while minimizing interruptions in water and wastewater services. However, the Division is not able to guarantee that all customers' water supply will be uninterrupted or continuously provide a flow at a defined per unit rate or at a specific pressure at all times. The Division is not able to guarantee proper functioning of water using appliances, devices, heating and cooling systems, private fire suppression systems, e.g., sprinkler systems, or other equipment and appurtenances, and shall not be responsible for damages arising from or relating to water supply issues, including customer's failure to pay water/sewer bills, etc.

Changes to Appendix F: Change residential meter size and equivalent meter unit from "5/8", 3/4", 1" (Town House Only) 1.0; 1" (Other than a Town House) 1.4" to "5/8", 3/4", 1" (Townhouse, Single Family, Duplex & Condo ONLY) 1.0."

Amendment Pursuant to [Resolution No. 08-14](#) dated May 21, 2008:

Changes to Appendix A effective May 21, 2008: The following language was incorporated into Appendix A: "ALL CHARGES SHOWN HEREIN ARE SUBJECT AN ANNUAL INCREASE (BASED ON THE U.S. DEPARTMENT OF LABOR, BUREAU OF STATISTICS CONSUMER PRICE INDEX: CPI-U ALL ITEMS, WASHINGTON-BALTIMORE DC-MD-VA-WV, SERIES ID: CUURA311SAO, AS PUBLISHED BY THE BUREAU OF LABOR STATISTICS, WASHINGTON, DC., BEGINNING JULY 1, 2009 AND EACH JULY 1 THEREAFTER.

THE CPI SHALL BE CALCULATED ON THE BASIS OF THE DIFFERENCE BETWEEN THE LATEST REPORTED MONTHLY INDEX NUMBER PRIOR TO THE THEN ADOPTED PERIOD AND THE INDEX NUMBER FOR THE SAME MONTH IN THE PRIOR YEAR. THE ADJUSTMENT FACTOR EXPRESSED, AS A PERCENT CHANGE INCREASE, WILL BE USED TO RECALCULATE THE CAPACITY CHARGE ANNUALLY. "

Also in Appendix A, sewer connection charges were changed as follows: Residential Connection charge of \$6,000 per dwelling unit changed to \$6,280 per dwelling unit; Commercial, Industrial, Institutional Connection, Governmental, Educational sewer connection charge changed from \$600 per fixture unit based on the Fixture Unit Chart and the Capacity Adjustment Factor Chart to \$628 per fixture unit based on the Fixture Unit Chart and the Capacity Adjustment Factor Chart. Water connection charges were changed as follows: Residential Connection charge of \$4,300 per Dwelling Unit plus the meter and drop-in costs changed to \$4,500 per dwelling unit plus the meter and drop-in costs; Commercial, Industrial, Institutional Connection, Governmental, Educational changed from \$430 per fixture unit based upon the Fixture Unit Chart and the Capacity Adjustment Factor Chart plus the meter and drop-in costs to \$450 per fixture unit based upon the Fixture Unit Chart and the Capacity Adjustment Factor Chart plus the meter and drop-in costs.

Changes to Appendix F-1 effective July 1, 2008: Change Commercial, Industrial, Institutional Equivalent Meter Units as follows: 1" from 1.4 to 2.5; 1 ½" from 1.8 to 5.0; 2" from 2.9 to 8.0; 3" from 11.0 to 16.0; 4" from 14.0 to 25.0; 6" from 21.0 to 50.0; 8" from 29.0 to 80.0; and 10" from 38.0 to 138.0.

Amendment Pursuant to [Resolution No. 10-12](#) dated May 18, 2010:

Changes to text of Sections VII, VIII, X and XI, repeal of Appendices C, D and E, and relabeling of Appendix F as Appendix C.